 Chandler • Arizona	CITY OF CHANDLER ADMINISTRATIVE REGULATION	DATE WRITTEN: May 25, 2006
		DATE REVISED: June 21, 2012
		NUMBER: CC Reg CM-5 (Formerly MS-37)
		DPR: City Manager
WORKPLACE VIOLENCE PREVENTION		

I. PURPOSE

- A. The City of Chandler is committed to providing a workplace for its employees that is free from threats or acts of violence against them. The purpose of this Administrative Regulation is to define what constitutes workplace violence, to state the City's position and to outline employees' responsibilities regarding workplace violence.
- B. The City of Chandler has adopted a zero tolerance standard toward acts or threats of workplace violence by any of its employees, customers, visitors, the general public and/or anyone who conducts business at or with the City.
- C. The City will make every effort to prevent workplace violence from occurring by implementing a Workplace Violence Prevention Program (WVPP) and define the necessary investigation protocol.
- D. This regulation is not intended to imply or impose restrictions relative to law enforcement or public safety personnel actions during the arrest or apprehension of a criminal, or other conditions of emergency service.

II. RESPONSIBILITY

- A. Directors, Managers, and Supervisors are responsible for:
 1. Implementing and maintaining the City of Chandler's WVPP.
 2. Ensuring that all safety and health policies, and procedures involving workplace security are clearly communicated and understood by all employees.
 3. Enforcing policies fairly and uniformly.
 4. Promptly and accurately reporting all violent incidents whether or not physical injury has occurred.
 5. Any supervisor that knowingly allows incidents of workplace violence to go unreported and unabated may be subject to disciplinary action as set forth in Personnel Rule # 5.
- B. All City of Chandler employees:
 1. Are responsible for using safe work practices; following all directives, policies and procedures; and for assisting in maintaining a safe and secure work environment.
 2. Report to their supervisor the existence of any issued restraining order, order of protection, injunction against harassment, or similar court order that includes their place of work. This information will allow Departments/Divisions to make appropriate arrangements to honor such court orders in the workplace.
 3. Any employee that commits an act of workplace violence is subject to appropriate disciplinary action as set forth in Personnel Rule # 5.

C. Non-employees:

1. Engagement in violent acts on City of Chandler premises will be reported to law enforcement authorities.

III. DEFINITIONS

- A. *Workplace Violence* - any intentional act of physical violence, intimidating language or gestures, threats to inflict physical harm, damage to property or any intentional behavior that would cause a person to feel threatened with physical harm.
- B. *Workplace* - any rented, owned, leased or other location including vehicles, where City of Chandler employees congregate and convene to perform work for or represent the City of Chandler as part of their assigned tasks, duties or responsibilities.
- C. The following list of intentional behaviors, while not inclusive, provides examples of conduct that is prohibited:
1. Causing physical injury to another person.
 2. Making verbal, written or electronically transmitted threats or threatening remarks.
 3. Aggressive, hostile or coercive behavior as defined in the Human Resources Division's Sexual Harassment and Anti-Harassment Policies.
 4. Damaging City of Chandler property or the property of another person.
 5. With the exception of sworn law enforcement personnel, an employee may not transport or possess: firearms, munitions, explosives, or any other weapons or devices whose purpose by design is to inflict bodily harm; in the workplace. Use of any object as an actual or intended weapon shall be considered a violation of this Administrative Regulation.
 6. Violation of a restraining order, order of protection, injunction against harassment or other court orders.

IV. REPORTING PROCEDURES

- A. Employees are required to immediately report all incidents of workplace violence to their immediate supervisor, Department Director, or the Human Resource Director regardless of whether or not physical injury has occurred. All reported incidents will be investigated by the Workplace Violence Investigation Team (WVIT) and/or law enforcement personnel. The composition of the WVIT will consist of the following: Human Resource Director, Law Department, and the involved Department Director(s) or designee(s).
- B. In the event that an employee experiences or witnesses an act of workplace violence that is escalating or has escalated to a point of physical violence; law enforcement should be immediately contacted and summoned by dialing **9-1-1**. The incident will be reported to the employee's immediate supervisor as soon as possible. Under no circumstances should employees put themselves at risk in a dangerous situation. Once the proper authorities have secured a situation, employees can then cooperate with the WVIT and law enforcement personnel.
- C. If there is reasonable cause to believe that an act of workplace violence may be triggered by an event such as employee dismissal or disciplinary action, the affected Department Director should consult with the Human Resource Director. The Human Resource Director will make a determination whether to convene the WVIT.

V. INVESTIGATIVE PROCEDURES

- A. The City of Chandler takes allegations of workplace violence seriously and will take prompt, impartial action to address and investigate **all** allegations. When an employee becomes aware of a workplace violence threat, he or she shall **immediately** notify their immediate supervisor, Department Director, or

the Human Resource Director. The Human Resource Director will subsequently be notified, consult with the employee and make a determination whether to convene the WVIT and discuss with the affected Department Director what, if any, preventative measures should be taken.

- B. The WVIT and/or law enforcement personnel shall conduct an investigation and complete a detailed report including any witness accounts or other information pertinent to the investigation. In certain instances, outside investigators may be used.
- C. Upon completion of the investigation, the WVIT will issue: a summary of the event, the findings, what preventative measures have been taken and any recommendations; to the City Manager. The Human Resources Director will notify the complainant; the charged party and/or their representative; the supervisor, manager and the Department Director of the determination of the investigation. In consultation with the Human Resources Director, the Department Director, the involved individuals' manager(s) and supervisor(s) will determine the proper remedial measures and/or disciplinary action based on the results of the investigation.

VI. CONFIDENTIALITY

- A. The City of Chandler will make every effort to protect any disclosed information. Information will be disclosed on a need-to-know basis in order to investigate and resolve the matter discretely, and in accordance with applicable laws.
- B. When acts of workplace violence are reported, steps should be taken to prevent future acts and safely correct the situation, while protecting disclosed information regarding all involved parties to the greatest degree possible.

VII. RETALIATION

- A. Victims of workplace violence that report incidents shall not be ostracized, discriminated or retaliated against. No employee will be subject to any form of retaliation or discipline for addressing or reporting an act of workplace violence or for cooperating in an investigation. An employee or supervisor who initiates or participates in a retaliatory act is subject to discipline up to and including dismissal. Employees who believe that they have been subjected to retaliation should immediately report the matter to the Human Resources Director, their Department Director or the City Manager.
- B. Knowingly making a false report with malicious intent will not be tolerated. An employee who initiates or participates in making a false report is subject to appropriate disciplinary action as set forth in Personnel Rule # 5. Employees who believe that they have been the subject of a false report should immediately report the matter to the Human Resources Director, their Department Director or the City Manager.

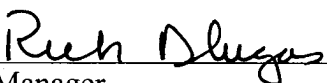
Attachments: N/A



Director of Human Resources

6-21-12

Date



City Manager

6-21-12

Date